



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 5, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 6, 2017 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday January 20, 2017**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

CE IV

Bridge Liaison Engineer
Region One/District One/Bureau of Design
Office of Highways Project Implementation
Schaumburg

Attachments
40988

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by Friday January 20, 2017, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer IV	Salary:	\$5,800 - \$7,515*
Position Title:	Bridge Liaison Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW114-23-51-301-40-01	IPR#:	40988

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Design/201 W Center Ct., Schaumburg, IL

Description Of Duties:

The Bridge Liaison Engineer is accountable for the design and preparation of plans, and specifications for minor highway structures such as single cell box culverts, multi-cell precast box culverts, pipe headwalls, drainage junction chambers, drainage systems, minor bridge repair, and small conventional retaining walls; ensures these plans are prepared in conformance with departmental policies, procedures and specifications, and are completed within a designated time limit in order to make letting dates; and assigns, negotiates, reviews and coordinates work performed by the district's Structural Various-Variou consultant.

Special Qualifications:

Required:

- Current Illinois Professional Engineer license
- Valid driver's license
- Occasional statewide travel

Desired:

- Illinois Structural Engineer license
- Six years of experience in civil engineering including four years of supervisory responsibility of which three years should be in highway engineering
- Training in structural design and/or CADD
- Thorough knowledge of departmental policies, procedures and specifications
- Ability to supervise the work of other engineers and technicians
- Ability to assign, review and coordinate work performed by consultant staff
- Strong oral and written communication skills

Shift/Remarks:

8:00 am – 4:15 pm / Monday – Friday (45 minute lunch)

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	February, 2016	POSITION:	Bridge Liaison Engineer
APPROVED BY:	<i>Ken Eng</i>	OFFICE/DIVISION:	Highways/District One/Schaumburg Bureau of Design
CODE:	PW114-23-51-301-40-01	REPORTS TO:	Project Support Engineer

Position Purpose

This position is accountable for the design of minor structures to be included in highway improvements so as to facilitate timely project completion.

Dimensions

Subordinate Personnel	Directly 2
Project Designs:	50 to 100 Annually
Miscellaneous Reviews and Studies	10 to 25 Annually

Nature and Scope

This position reports to the Project Support Engineer as do the Economic Analysis Coordinator, Railroad Coordinator, the Utilities Coordinator, the Agreements Specialist, and an Office Coordinator. Reporting to this position is the Bridge Liaison Design Technician.

The Bridge Liaison Engineer is accountable for the design of and the preparation of plans, and specifications for minor highway structures such as single cell box culverts, multicell precast box culverts, pipe headwalls, drainage junction chambers, drainage systems, minor bridge repair, and small conventional retaining walls. The incumbent must ensure that these plans are prepared in conformance with Department policies, procedures and specifications, and are completed within a designated time limit in order to make letting dates. The Bridge Liaison Engineer is accountable for assigning, negotiating, reviewing, and coordinating work performed by the District Structural Various-Variou consultants.

The incumbent is required to keep up to date on all of the Department's structural design policies as they affect their assigned project and to ensure that the plans and specifications prepared or reviewed by staff are in accordance with said policies. The greatest challenge in the position is to properly assign and motivate the personnel in the Bridge Liaison Unit so that the primary responsibility of timely plan completion is met as all times and that a quality set of contract documents are complete, buildable and accurate in order to meet the project schedule. The incumbent must maintain proper rapport and communication with the District Bureau of Construction and the Central Bureau of Bridges and Structures to help ensure that the assigned structures are designed according to state specifications, thereby avoiding or minimizing future maintenance problems involving said structures.

The Bridge Liaison Engineer must personally plan manpower assignments and efficiently delegate the work to subordinates, monitor all work in progress and advise the members of the unit on their personnel and technical problems. Preliminary studies of assigned projects are prepared to determine scope of work and makes final reviews of the completed plans and special provisions prior to the final submittal to the Bridge Office

The incumbent is responsible for supervising subordinate personnel in the design and plan preparation for assigned projects. Supervision and direction to staff or others on the design and plan preparation for complex drainage structures and systems. The incumbent also supervises the preparation of supplemental plans for the District Bureau of Construction involving minor changes or additions to contract plans resulting from unforeseen field conditions, and the review by his/her staff of minor structural plans prepared for the District by

consultants and outside agencies or municipalities. The Unit also reviews and prepares Bridge Repair detail for the Bureau of Maintenance as assigned.

The position coordinates with the Bridge Office in the interpretation of Department policies during design and plan preparation. However, the complexity of the assigned projects results in certain design problems which must be referred to the Project Support Engineer, such as determining the method of maintaining or detouring traffic during construction of a project. Conflicts with other Bureaus or the Central Bureau of Bridges and Structures may also be referred to the Project Support Engineer for resolution. The incumbent has the authority and responsibility of recommending changing of salaries and classifications and training or subordinate personnel. In general, the position operates under Department policies and sound engineering practice.

Within the Department the incumbent has frequent contacts with the Central Bureau of Bridges and Structures concerning such items as policy interpretation and review while seeking approval of structural plans. Within the District the Bridge Liaison Engineer maintains communication with the Bureaus of Construction, Materials (Soils Engineer), Programming (Drainage Unit), and Maintenance. The incumbent often makes field checks of assigned projects and occasionally travels to the Bridge Office in Springfield.

The effectiveness of this position can be measured by the ability of the Bridge Liaison Unit to produce complete and accurate structure plans and specifications within designated time limits, for use and/or incorporation into plans and contract documents. The degrees of difficulty experienced by the Central Bureau of Bridges and Structure during review and subsequent approval of the designs and by the District's Resident Engineer during construction is a measure of the performance of the Bridge Liaison Engineer.

Principal Accountabilities

1. Develops structural designs for minor structures in accordance with State Standards and Department Policy and Procedures, and acceptable structural engineering principles.
2. Provides plan preparation for assigned structural projects in an economical, timely, and efficient manner.
3. Supervises and provides expertise to staff or others in the design and plan preparation for complex drainage structures and systems.
4. Reviews structural design request in light of Unit accountabilities, abilities, and staffing and recommends appropriate referral of work exceeding the Unit's capabilities to the District Structural Various-Variou consultant, Central Bridge Office or Consultant Services Section for completion.
5. Counsels, coaches, and trains subordinate staff in the effective performance of their duties.
6. Ensures that subordinate staff performs duties in accordance with the Departmental Safety Code
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
8. Performs other duties as assigned.